

MINUTES OF AUGUST 7, 2001  
PARAMEDIC TASK FORCE MEETING  
Airport Host Hotel  
Sacramento International Airport

<u>MEMBERS PRESENT</u>	<u>EMSA STAFF PRESENT</u>	<u>ALTERNATES PRESENT</u>	<u>MEMBERS ABSENT</u>	<u>ALTERNATES ABSENT</u>
Debbie Becker	Richard McSherry	Nancy Justin	Dean Anderson	Linda Anderson
Bill Cody	Bonnie Sinz	Kym Mitchell	Bill Bower	Nancy Eubanks
Carol Gunter	Nancy Steiner		Jim Holbrook	Dick Mayberry
Sabina Imrie	Craig Stroup		Bill Koenig	Mike Metro
Jan Ogar	Connie Telford		Dave Magnino	Linda Mulgrew
Kevin White	Richard Watson		Tom McGinnis	David Nevins
			Kevin Rittger	Frank Pratt
			Cheryl Smith	
			Sam Stratton	

**I      Review and Approval of February 27, 2001 and June 27, 2001 Meeting Minutes**

The February 27, 2001 minutes were approved with no changes. The June 27, 2001 minutes were approved with a correction under the Recommended Guidelines for Disciplinary Orders and Conditions of Probation. It was requested that the first sentence under this section in the minutes read: *The PTF discussed the comments regarding the Recommended Guidelines for Disciplinary Orders and Conditions of Probation and voted (instead of agreed) on the following changes*, to clarify that there was not 100% agreement on all issues. The minutes were corrected to reflect the change.

**II      Setting of the Agenda**

There were no changes to the agenda.

Nancy Steiner introduced Craig Stroup as a new member of the Paramedic Task Force (PTF). Craig is under contract with the EMS Authority to work on QI as part of the Vision Process. Bonnie Sinz explained that since the PTF is already working on QI, it was felt the PTF, if members concur, could assume some of the objectives of the Vision Process to avoid duplication in the 2 processes. PTF members present agreed.

Educational Course Work as voted on at the last PTF meeting. Some felt that community service by itself would be punitive, rather than educational, and that punishment should not be the goal of this optional condition of probation. It was also commented that if community service were part of an educational program, there would be goals and learning objectives that would need to be met. After much discussion the PTF members agreed to a compromise of leaving Community Services under Educational Course Work but to add it as a separate paragraph to clarify that any educational course work may include community services to reinforce the learning objectives of the educational program. Nancy Steiner will check with the Office of Administrative Law to see if this clarification will require another 15-day comment period.

Optional Conditions of Probation, Page 15, # 9. Practical Skills Examination and Page 16, # 10. Oral Skills

There was opposition to allowing a respondent that has not passed the oral or skills exam to function as a paramedic, even under the direct supervision of a preceptor, until the respondent passes the exam.

The PTF discussed that in these cases the respondent should be the 3rd paramedic on a unit and may only function while under the direct supervision of a preceptor at all times as a paramedic student would be. The respondent would not be allowed to function as a paramedic alone at any time.

There was also a comment that *there shall be at least a two-week period between examinations* but that there is no maximum time period identified thus allowing a respondent to deliberately delay taking the exam and continue to work. The PTF discussed this issue and Richard McSherry stated that the EMS Authority would be scheduling the exams and numerous attempts to reschedule the exam would be a violation of probation for not complying with the conditions of probation.

Kevin White moved and Carol Gunter seconded that the changes to # 5, page 13, be made as discussed and that EMSA would ensure that the provisions for #9, page 15, were implemented as discussed. The motion was approved by the PTF members in attendance.

The PTF/EMS Authority responses to the public comments will be sent to the PTF members on

Comments on the guidelines from Larry Karsteadt.

An 11-Step Process for Continuous Improvement prepared by the CA Dept. of Health Services, and copies of sections from a book from the Institute of Medicine, Crossing the Quality Chasm.

### Background

Bonnie Sinz explained that to develop these Guidelines she used material from the NHTSA Leadership Guide to QI for EMS Systems, the article that came from the Joint Commission for hospitals that was published as a result of the Mountain Valley Quality Improvement Grant, the Baldrige 2000 Healthcare Criteria for Performance Excellence, materials from the Vision Process, and the Agenda for the Future. She also explained that Craig Stroup is working on developing indicators, which will become part of the Guidelines.

Bonnie gave a brief overview of the Guidelines before the PTF members began reviewing them by sections.

TITLE - It was suggested that the title be changed to Emergency Medical Services System Evaluation and Improvement Program Guidelines. There was no opposition to this change.

PURPOSE - The PTF members discussed the recommended changes that were submitted. The first recommendation was to move the reference to the regulations to the beginning of this section to show that this is a mandate. The PTF members agreed. The PTF members also discussed making the Guidelines as generic as possible so that they may also be used for all levels of EMS. It was suggested that the term, "EMS Personnel" should be used instead of referring to paramedics, EMTs, etc., and define who is included in EMS Personnel in the definitions. There was also a suggestion to change the term "stakeholders" to "interested parties", but the majority of the PTF members felt the term should remain as stakeholders and be defined in the definitions.

Other recommended changes were discussed and the changes that were agreed on will be reflected in the next draft of the Guidelines.

APPENDIX I - SELF-ASSESSMENT AND ACTION PLANNING - Bonnie informed the PTF members that this portion of the guidelines was taken from the Baldrige document. There was a recommendation that the self assessment ask direct questions that need to be answered to obtain

processes would be compared with other similar organizations and performance with "best practice" benchmarks and internal goals. Other changes will be reflected in the next draft.

PROGRAM COMPONENTS - ORGANIZATIONAL STRUCTURE - The last paragraph under this heading was deleted because it was unclear what a sub-unit was and the PTF agreed that how an agency accomplishes the responsibilities for carrying out the EMS-EIP should be left to the individual agency. The description of the three organizational levels will be re-ordered to state, LEMSA, and provider agency for consistency. Bonnie explained that the Program Components were taken from the Mountain Valley Grant project document.

Emergency Medical Services Authority - There was some discussion regarding the proposed advisory group to the EMSA and what organizations should be included on the advisory group. This advisory group would be looking at results of data collected statewide, analyzing the information and making recommendations to the EMSA. Changes made will be shown in the next draft of the guidelines.

Local EMS Agency - The PTF reviewed this section and made some changes to be consistent with the changes made to the EMSA section.

## **V      Schedule Next Meeting**

Although the PTF members had decided at the beginning of the Task Force to hold their meetings on the last Tuesday of the month, conflicts with Commission meeting and Holidays often required a change of meeting dates. Therefore, the members decided to change the normal meeting date to the first Tuesday of each month. The next meeting will be held in Burbank on Tuesday, October 2, 2001, 10:00 a.m. to 4:00 p.m. The following 2 meetings were tentatively scheduled for November 6 in Northern California and December 4 in Southern California.

## **VI      Adjournment**

The meeting was adjourned at 3:40 p.m.